

EDUCATIONAL PHILOSOPHY

Recognizing that students are the leaders of tomorrow, the District dedicates itself to preparing its students to live and work in the future. With this belief always in mind, the District strives to help its students to become effective members of society. In order for students to achieve the role of responsible citizens, the District teaches them how to think clearly and how to discriminate as they study events taking place around them. As a result, the District graduates students who have the skills and knowledge to successfully relate the values of society to their own values and to the various circumstances which touch their lives. The District also instructs students in the processes necessary to make wise decisions. To help students to prepare for future leadership roles, the District teaches them to communicate effectively as individuals or in groups.

Because the District is aware that the amount of available knowledge doubles every five years, it provides students the skills that shall enable them to become effective learners all of their lifetime rather than just during the years of their formal education. The District meets students' needs by offering a broadly based curriculum that balances a strong program of basic education with opportunities for career studies.

The District expects its students to show improvement in academic performance, not only according to state indicators but also relative to the nation as a whole. This improvement applies to all of the students in the District, regardless of economic status or race. The District recognizes that quality learning demands quality teachers and that it is the teacher who is the most important influence on the student. With these factors in mind, the District recruits and retains effective and qualified teachers who strive to reach the optimum in their teaching and in their students.

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

Principle I - PROFESSIONAL ETHICAL CONDUCT

The Texas educator should endeavor to maintain the dignity of the professional by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

1. The educator shall not intentionally misrepresent official policies of his school district or educational organization and should clearly distinguish those views from his personal attitudes and opinions.
2. The educator shall honestly account for all funds committed to his charge and shall conduct his financial business with integrity.
3. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Principle II – PROFESSIONAL PRACTICES AND PERFORMANCE

The Texas Educator, after qualifying in a manner established by law or regulation, shall assume responsibilities for professional teaching practices and professional performance and shall continually strive to demonstrate competence.

1. The educator shall apply for, accept, offer, or assign a position or responsibility on the basis of professional qualifications and shall adhere to the terms of a contract of appointment.
2. The educator shall possess the mental and physical stamina and social prudence necessary to perform the duties of his professional assignment.
3. The educator shall organize instruction that seeks to accomplish objectives related to learning.
4. The educator shall continue professional growth.
5. The educator shall comply with written local school board policies, Texas Education Agency regulations, and applicable state law.

Principle III – ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES

The Texas educator, in exemplifying ethical relations with colleagues, shall accord just and equitable treatment to all members of the profession.

1. The educator shall not reveal confidential information concerning colleagues unless disclosure serves professional purposes or is required by law.
2. The educator shall not willfully make false statements about a colleague or the school system.
3. The educator shall adhere to written local board policies and legal statutes regarding dismissal.

Principle IV – ETHICAL CONDUCT TOWARD STUDENTS

The Texas educator, in accepting a position of public trust, should measure success by the progress of each student toward realization of his potential as an effective citizen.

1. The educator shall deal considerably and justly with each student and shall seek to resolve problems including discipline according to law and school board policy.
2. The educator shall not intentionally expose the student to disparagement.
3. The educator shall not reveal confidential information concerning students unless disclosure serves professional purposes or is required by law.
4. The educator shall make reasonable effort to protect the student from conditions detrimental to learning, health, or safety.
5. The educator shall endeavor to present facts without distortion.

Principle V – ETHICAL CONDUCT TOWARD PARENTS AND COMMUNITY

The Texas educator, in fulfilling citizenship responsibilities in the community, should cooperate with parents and others to improve the public schools of the community.

1. The educator shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
2. The educator shall make reasonable effort to communicate to parents' information, which should be revealed in the interest of the student.
3. The educator shall endeavor to understand community cultures and relate the home environment of students to the school.
4. The educator shall manifest a positive role in school public relations.

BOARD OF EDUCATION POLICIES AND ADMINISTRATION
REGULATIONS

PERSONNEL

Employment

All instructional personnel shall possess a minimum of a bachelor's degree from an approved institution and shall have a valid certificate issued by the Texas Education Agency. Exceptions are made in the vocational field and in critical teaching fields as allowed by HB #72. Personnel that are employed by the Franklin I.S.D. Board of Trustees are subject to assignment and/or reassignment by the superintendent of schools. Personnel shall be held responsible for the performance of duties as may be assigned by the superintendent of schools or his designated representative. Franklin Independent School District is an Equal Opportunity Employer. Teachers are employed without regard to race, color, national origin, sex, or handicapping condition.

Personnel Records

Professional personnel are required to have on file in the Personnel Office the following documents:

1. One official transcript of college work showing degree(s)
2. A valid Texas Teacher's Certificate
3. A certified service record of all approved teaching experience

Resignations

A teacher employed under a probationary contract, a term contract, or a continuing contract for the following school year may relinquish the position and leave District employment without penalty by filing a written resignation with the Board or the Board's designee not later than the 45th day before the first day of instruction of the following school year. A written resignation mailed by prepaid certified or registered mail to the Board President or the Board's designee at the post office address of the District is considered filed at the time of mailing. A contractual employee may resign with the consent of the Board or the Board's designee at any other mutually agreeable time.

PERSONNEL

Dismissals and Suspensions

Any professional employee may be discharged for good cause before the completion of the term fixed in his contract.

Before the board discharges any professional employee prior to the completion of the term fixed in his contract, the board shall notify such employee in writing of the proposed action and the grounds.

If, upon written notification, the professional employee desires to be heard and to contest the proposed action of the board, he shall give the board written notice. The hearing shall be closed to the public unless the employee requests a public hearing, in which case the hearing shall be open to the public. (Act. 6252-17, V.A.T.S.)

If the proposed action is the discharge of a professional employee for good cause, the employee may be suspended pending the outcome of the hearing.

Appeals

In the interest of harmony and efficiency, the following line of authority will be observed in instances involving appeals.

A school employee should first discuss any problem with the school official serving as his immediate supervisor such as his principal, or in the case of classified personnel, his immediate supervisor. If satisfaction is not gained, the employee may take the matter to the official next in line of authority. This procedure should be followed, including appeals to the superintendent. If satisfaction is not reached at this level, the aggrieved party may appeal to the board. The appeal shall be in writing so that it may be included on the agenda to the board. The superintendent must be notified no later than noon of the day the agenda and notice are to be prepared.

Professional Organizations and Participation in Political Office

Neither the board nor any administrator shall directly or indirectly require or coerce any teacher to join any group, club, committee, association, or organization; nor shall the board or any administrator directly or indirectly coerce any teacher to refrain from participating in the political affairs in his community, state, or nation. (Education Code 21.904)

A teacher has the right to join any professional association or organization or refuse to join any professional association or organization. (Education Code 13.217)

CATASTROPHIC SICK LEAVE POOL PROGRAM

CATASTROPHIC SICK LEAVE POOL

The Catastrophic Sick Leave Pool Program is an employee created program which allows Franklin ISD professional and paraprofessional employees to join the Pool and draw from the Pool when other forms of sick leave are exhausted.

A catastrophic illness or disability is defined as a serious health condition of the employee, or the employee's immediate family (spouse, child, or parent).

MEMBERSHIP

Any professional or paraprofessional employee of Franklin ISD may voluntarily join the Pool by annually contributing one local personal leave day to the Pool during the open enrollment period which will extend from the first day of school to the first day of September each year. Membership must be renewed annually.

First year members in the Pool are only eligible to one or more draws for a maximum of 10 days during their first year of membership in the Pool.

An employee who has maintained membership for a minimum of 2 consecutive years and who has exhausted all of his/her state, local, and extended sick leave days may draw from the Pool up to 20 days total per school year.

APPLICATION

To apply for a withdrawal from the Pool, an employee must follow these guidelines:

1. fill out a Request for Sick Leave Pool Days, and
2. submit a medical form signed by the attending physician.

COMBINED LEAVE FOR SPOUSE

If both spouses are employed by the Franklin ISD, combined family and medical leave for catastrophic illness or disability will be limited to a combined total of 40 days.

LIMITATIONS

The Catastrophic Sick Leave Pool may not be used to extend maternity leave without complications.

CESSATION OF SICK LEAVE POOL

If total days accumulated by the Pool are exhausted, the Pool will be closed for the remainder of that school year.

EXCESSIVE ACCUMULATED DAYS

If during the open enrollment period the number of accumulated days reaches more than 500 days, the membership requirements change. All members who have contributed at least 5 days to the Pool since the last contribution cycle, will no longer be required to contribute days to be eligible for the Pool. When the number of accumulated days falls below 200 days, a new contribution cycle begins and regular membership requirements apply.

Professional Development: Professional Meetings and Visitations

District employees may be permitted to attend meetings of professional organizations during a work day, with pay, if the district directs the employee to attend for school related purposes. (Atty. Gen. Op. NW-89 1979) Mileage will be paid.

Participation in Community Activities

The board encourages all members of the faculty to participate in civic affairs.

Substitute Teachers

Regular teachers are asked to notify their principal, as soon as possible, when absence is necessary and the principal will then secure a substitute from the approved list. If at all possible, absences from school should be anticipated. This helps to avoid a last minute rush for substitutes. Lesson plans and special instructions should be kept in a folder, and left in a teacher's desk where they will be easy to find. Information included in the folder should be (1) seating charts, (2) instructions on attendance records, (3) any grouping that is expected, (4) brief summary of routine for lunch, and (5) special duty schedule.

Substitute teacher pay is \$60.00 per day (If substitute has bachelor's degree it is \$75.00 for teacher sub.

Substitute teacher aide pay is \$50.00 per day

Auxiliary substitute pay is minimum wage.

LEAVES AND ABSENCES

State Personal Leave

A state minimum personal leave program consisting of five days per year of personal leave, with no limit on accumulation and no restrictions on transfer among districts shall be provided for school district employees. The District may provide additional personal leave beyond this minimum. The Board may adopt a policy governing an employee's use of personal leave granted under this subsection. (Education code 22.003(a.)

State Sick Leave Accumulation

District employees retain any sick leave accumulated as state minimum sick leave under former Section 13.904(a) of the Education Code. Former Section 13.904(c), Education Code, continues to govern the use of that sick leave. Sick leave shall be used only for the following:

1. Illness of the employee
2. Illness of a member of the employee's immediate family
3. Family emergency
4. Death in the employee's immediate family

(Acts of the 74th Legislative Session Senate Bill1, Sec. 66)

Definitions

Immediate Family - For the purpose of state and local sick leave, the term “immediate family” shall include:

1. Spouse
2. Son or daughter, including a biological, adopted, or foster child, a son or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee
4. Sibling, stepsibling, sibling-in-law
5. Grandparent and grandchild
6. Any person who may be residing in the employee’s household at the time of illness or death

Family Emergency - The term “family emergency” shall be limited to natural disasters and life-threatening situations involving the employee or a member of employee’s family.

Workday - A “workday” for purposes of accumulation, use, or recording shall mean the number of hours per day associated with the employee’s usual work assignment, whether full-time or part-time.

Rate of Accrual – Each person regularly employed shall earn state sick leave at the rate of one-half a workday for each 18 workdays of employment, up to statutory maximum of five workdays per year.

Additional Local Sick Leave

A professional employee who has exhausted all earned state sick leave benefits shall be permitted up to 15 consecutive workdays of local sick leaves to be used only for the employee’s personal illness or disability, including pregnancy-related disability or any other reason covered under the state sick leave program. Application must be made in advance to the superintendent. This leave shall not be approved for the purpose of routine medical appointments. The employee shall be paid 50 percent of the daily rate of pay during local sick leave.

Use and Recording

Local sick leave, if any, shall be used after state sick leave and state personal leave and under the terms and conditions applicable to state sick leave except as otherwise provided by this policy.

Employees shall be charged leave as used even if a substitute is not employed. Sick leave shall not be approved for more workdays that have been accumulated in prior years plus those earned during the current year.

Leave shall be recorded in whole workdays and half workdays only.

Sick leave for the current year shall be available for use at the beginning of the school year. When an employee who has used more sick leave than he or she has accumulated ceases to be employed by the District, the cost of the unearned sick leave days shall be deducted from the employee's final paycheck.

Any other leaves granted or days of absences shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD (Local)]

Jury Duty

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation of this service.

Other Court Appearances

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal business leave or shall be taken by the employee as leave without pay.

Absence from Duty Form/School Substitute Form

All employees must complete an ADF or a SSF when not on campus duty. Provide date and reason for leave (sickness, personal, school meeting, etc.). Forms should be signed by the employee and supervisor then sent to the Administration Office to record leave days.

The state base salary schedule is in accordance with the provisions of TEC 21.402 and applies only to classroom teachers, full-time librarians, full-time counselors, and full-time nurses. [There is no state minimum salary for any other position.](#)

In no instance may a school district pay classroom teachers, full-time librarians, full-time counselors, or full-time nurses less than the state base salary listed for that individual's years of experience.

Section 21.401 of the Texas Education Code specifies that an educator employed under a 10-month contract must provide a minimum of 187 days of service.

**Prepared by the Texas Education Agency for the 2008-2009
School Year
Monthly Salary Based on the Standard 10-Month Contract**

Years of Experience Credited	Monthly Salary	Annual Salary (10 month contract)
0	2,732	27,320
1	2,791	27,910
2	2,849	28,490
3	2,908	29,080
4	3,032	30,320
5	3,156	31,560
6	3,280	32,800
7	3,395	33,950
8	3,504	35,040
9	3,607	36,070
10	3,704	37,040
11	3,796	37,960
12	3,884	38,840
13	3,965	39,650
14	4,043	40,430
15	4,116	41,160
16	4,186	41,860
17	4,251	42,510
18	4,313	43,130
19	4,372	43,720
20 & Over	4,427	44,270

Joseph W. Mezher, Program Director

Texas Education Agency (TEA)

INSURANCE

The Franklin Independent School District pays \$ **150.00** per month of health care costs for full-time employees. The district offers the TRS insurance plan. Information pertaining to this plan is available in the administration office.

Staff Development Education

A continuous program of staff development is provided which includes the days set forth by state law. Continuous study and improvement are encouraged to keep personnel updated on all aspects of education. All professional personnel are expected to participate in staff development in its entirety since these days are a portion of your contract. The staff development program is a program of the school.

Safety and Citizenship Education

Safety and citizenship education can best be taught through a program of integration. The opportunity to integrate safety and citizenship is present in all subjects and in all phases of school activities. Safety habits, citizenship, and proper attitudes will be more meaningful when taught in the normal school day routine. Every teacher should become a teacher of safety, citizenship, and proper attitudes to better accomplish the goals of our society.

Each employee should be on the alert for safety hazards in the building or on the grounds. Hazards should be reported to the custodian or principal. Conservation of natural resources, fundamentals of free enterprise and career education are also a vital part of the curriculum and will be taught according to accreditation requirements.

Student Conduct and Appearance

There exist a definite correlation between personal appearance (grooming and attire) and personal conduct. A student shall be considered properly dressed if his/her appearance:

1. Does not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
2. Does not create a health or other hazard to the student's safety or to the safety of others.

Admittance to School Sponsored Functions

Faculty members and their spouses will be admitted free of charge to any FISD sponsored function.

Professional Growth

All professional personnel are encouraged to take advantage of opportunities offered at nearby colleges and universities for professional improvement. Region VI also provides opportunities for teachers.

REPORTING TO PARENTS

At the end of each three-week period, a notice will be sent to parents if a student's average in any class is less than 70 on a scale of 100. This notice will state the need for a conference between the appropriate teacher and the parent.

It should be understood that **failure to receive a warning notice does not guarantee** a passing score.

FACULTY AND STAFF APPEARANCE

There is a definite correlation between personal appearance (grooming and attire) and professionalism (teaching). Faculty members should be mindful of this and should dress in appropriate attire for the position they hold. With this in mind, teachers should not wear blue jeans or warm-ups to class.

DUTY SCHEDULE

The principal on each campus will inform his teachers of the duty schedule for the year. It is the teacher's responsibility to fulfill the weekly duty assigned to him/her.

ATTENDANCE AT SCHEDULED MEETINGS

It is important that teachers attend meetings, which are scheduled for them. If it is necessary for a teacher to be absent from a meeting or to come in late or leave early, this information should be given to the principal prior to the meeting so that he can relay it to the person in charge.

STUDENT HANDBOOKS

At the beginning of each school year, a student handbook will be distributed to students and teachers. These handbooks will be available for Grades K-8 and Grades 9-12.

TEACHER WORK DAY

The school day will extend from 7:45 a.m. until 3:30 p.m.

TUTORIAL SERVICES (H.B. 72)

The district shall provide tutorial services at each school. It may require a student (whose grade in a subject for a reporting period is lower than 70 on a scale of 100) to attend tutorials in the subject during the following reporting period.

School Trips

If you are in charge of any group of students, such as athletic teams, band, choir, or any club, you are responsible for the conduct of the members at all times. Constantly remind your group that they must conduct themselves properly because they are representing their school, directors, and sponsors, and any misconduct on their part reflects upon these people.

All groups that travel must do so by the conveyance approved by the school. Most travel is done by bus. The sponsor, coach, director, or teacher placed in charge must also travel on the bus with the group. If, travel is authorized by a private car, each car must have a parent or teacher riding in it.

If an organization travels by bus, or a group of students go anywhere by bus, they must stay as a unit and return together. No student is allowed to change or go or return in a private car with other students.

Field Trips

Effective use of the community is a desirable practice. Proper use of field trips as teaching aids is encouraged. Arrangements should be made with the principal before definitely scheduling a field trip. These should be held throughout the year and not crowded into the end of the last semester; hence, long-range planning is necessary.

Use of Buses & Other Vehicles

To reserve a **bus** for a school trip, a teacher should obtain *two* bus request forms from his/her principal. Both forms should be returned to the principal for approval and then forwarded to Mr. Charles Frieda's office at least forty-eight hours prior to the date the bus is to be used. A request form for Suburban and/or Truck must be filled out and approved by Principal and sent to Ms. Marjorie Henson, Superintendent Secretary, Adm. Office.

Participation in Activities

All sponsors and coaches agree that schoolwork comes first. We should always encourage students to have this attitude toward their education. STUDENTS NOT IN SCHOOL ON THE DAY OF AN ACTIVITY SHOULD NOT BE ALLOWED TO PARTICIPATE IN THAT ACTIVITY ON THE DAY THEY ARE ABSENT. The principal will review each case individually.

Activity Calendar

A calendar with the dates of school activities scheduled is kept in the principal's office.

It is important that each teacher who expects to place activities on the calendar do so at the earliest date possible. The calendar should show athletic events, musical programs, UIL excursions, and other activities, which might be in conflict with some other activity. **DO NOT SHIFT THE DATES ON THE CALENDAR SINCE OTHER ACTIVITIES ARE PLANNED WITH SCHEDULED EVENTS IN MIND.**

Fund Raising

The sponsor of any club or organization must obtain the approval of his/her principal before scheduling any type of fundraiser.

Conference Period

The conference period is not an “*off*” period. This period is set aside to give the teachers opportunity for carrying out plans for both classroom work and individual guidance of students. Teachers should feel free to use a reasonable amount of time for relaxation at their conference period but should remain at school, available to students and ready to serve the school program. Notify the principal’s office if it is necessary to leave the campus during the conference period.

Purchase Order Procedure

1. The teacher should determine what he/she needs and the cost.
2. The purchase should be discussed with the principal.
3. The teacher should then turn in a requisition form to be signed by the principal.
4. The principal will at that time approve or disapprove the requisition.
5. The purchase order is filled out in the administration office, if approved by the superintendent then processed.

Advisors for New Faculty Members

In order to aid a new teacher in the FISD, the campus principal will assign a faculty member to serve as an advisor to the new staff member. During the year the advisor will counsel the new staff member if the need arises.

Telephone Calls

Teachers should make all long distant business calls using their phone code. Students should be instructed not to use the telephone except for emergency calls. Do **not** give them permission to use the phone during class unless you deem it a necessary call.

Personal and Professional Standards

1. Strive constantly to improve speech habits.
2. Be careful that you set a high standard of work before your students. Watch carefully your spelling, form, punctuation, and neatness in written work.
3. Be punctual in following class time schedules and meeting record deadlines.

4. For a more professional image, avoid the use of colleagues' first names in the presence of students.
5. Faculty and staff members should not drink coffee and/or cold drinks in the classroom in the presence of students.
6. To present a professional image to the student body and the general public, teachers will not use tobacco, alcoholic beverages, or profanity when sponsoring or associating with pupils.

Pupil-Teacher Relationship

The relationship of pupil and teacher is one between a student and an adult. This relationship is similar to that between parent and child. There is an obligation upon every teacher to maintain this relationship. The capable teacher will be able to cultivate the friendship of his students, deal with them democratically, and at the same time secure their respect.

The Grading System

The grading system has been developed in conjunction with the Texas Education Agency and the State Board of Education for the evaluation of student progress. This grading system reflects student progress in, and mastery of, the state mandated elements of each subject area.

General Grading Procedures

At least once every six weeks, a written notice of grades in all subjects or course shall be reported to parents and students. ("Parents' includes legal guardian.)

At the end of the first three weeks of a grading period, the teacher shall send a progress report to the parent or guardian of a student whose grade average in any class is lower than 70. The teacher shall make such information available to sponsors of extracurricular activities in which the student participates. The notice shall stipulate that the student will have the remainder of the six-week period to bring the grade up to 70 or above and that the student will be suspended from extracurricular activities if the grade is not brought up to 70 or above by the end of the six-week period. The school district may require any student who fails a course or subject to attend tutorial sessions. The progress reports will state the need for a conference between a teacher and parent, the parent will be given at least two alternate dates for the conference.

Numerical Grade Reporting

The percentage method will be used for calculating grades. The grading scale for subjects in grades 1-12 will be based on a percentage scale of 0-100 as follows:

90	- 100	A
80	- 89	B
75	- 79	C

70 - 74 D
Below - 70 F

The lowest passing grade is 70. (TEA Chapter 75 mandate.)

Grades will be reported to parents as numeric scores with the following exception:

Pre-kindergarten and kindergarten will indicate student progress with E, S, N, or U.

Grading: Grades 1-6

Courses – language arts, math, social studies, science (these courses will be given numerical grades)

Courses - music, PE, health, art (these courses will be given letter grades or S/U)

Grading: Grades 7 & 8

Numerical grades will be given for language arts (including reading improvement), math, social studies, and science.

Grading: Grades 9-12

The grading system for grades 9-12 is explained in the student handbook.

* Every recorded grade will be a numerical grade.

Beginning 2001-2002 school year an accumulative average will be used on the 100-point scale in figuring class ranks. The weighted courses for grades over 80 will be 10 points. These points will only be added when figuring accumulative average for class rank. The weighted classes are as follows:

1. Pre-Calculus
2. AP Calculus
3. Business Computer Programming I
4. Physics I
5. Anatomy & Physiology
6. Spanish II
7. Spanish III
8. English I Pre-AP
9. English II Pre-AP
10. English III AP
11. English IV AP
12. Any other AP courses as they are added to the curriculum

Time Allocations

Texas Administrative Code, Section 75.141:

(a) Essential elements. Within the time allocations described in this section, the

school district shall provide instruction in the essential elements described in Subchapter B of this Chapter (relating to Essential Elements-Pre-kindergarten -- Grade Six).

- (b) For limited English proficiency (LEP) students in kindergarten –grade six, primary language instruction in the language arts and mathematics, science, and social studies content areas shall be provided within the prescribed time allocations listed in subsection (c), (d), and (e) of this section, as required by existing law and board rule and commensurate with individual student needs.
- (c) Kindergarten
 - (1) No less than 40 percent of the instructional day shall be devoted to teaching English language arts.
 - (2) No less than 20 percent of the instructional day shall be devoted to teaching mathematics.
 - (3) The daily schedule shall include instruction in physical education.
 - (4) The weekly schedule shall include instruction in fine arts, health, science, and social studies.
 - (5) The essential elements in all subjects are the same for half-day and full-day kindergarten programs. Time restrictions in half-day programs will limit the depth of instructions.
- (d) Grades one-three.
 - (1) Language arts shall be taught daily and no less than 600 minutes per week.
 - (2) Mathematics shall be taught daily and no less than 300 minutes per week.
 - (3) Within each semester, the equivalent of at least 100 minutes per week shall be devoted to teaching science.
 - (4) Within each semester, the equivalent of at least 100 minutes per week shall be devoted to teaching social studies.
 - (4) The daily schedule shall include instruction in physical education.
 - (5) The weekly schedule shall include instruction in fine arts and health.
- (e) Grades four-six.
 - (1) Language arts shall be taught daily and no less than 450 minutes per week.

- (2) Mathematics shall be taught daily and no less than 300 minutes per week.
 - (3) Within each six weeks the equivalent of 225 minutes per week for each shall be devoted to teaching science and social studies.
 - (4) Within each six weeks the equivalent of 60 minutes per week shall be devoted to teaching health.
 - (5) The equivalent of 112 minutes per week for each subject shall be devoted to teaching physical education and fine arts. Districts may choose to alternate two and three periods of instruction weekly in fine arts and physical education by dropping to the equivalent of 90 minutes one week and increasing to the equivalent of 135 minutes the next week for each subject area on a rotating basis.
- (f) Special instructional activities. Some instructional activities such as science field trips, visits to museums or historical sites, and resource speakers may necessitate occasional deviations from the elementary time requirements. However, in scheduling such activities the district shall use professional discretion to assure that the activities are kept to a minimum and have a specified instructional purpose.

The time allocations for kindergarten, Grades 1-3, and Grades 4-6 are intended to provide flexibility for delivery of instruction while ensuring that students are provided a well-balanced curriculum. Time allocations are flexible to allow teachers to complete lessons without having to stop in the middle of a lesson to move to another subject.

GUIDANCE

The teacher, through firsthand observation of the pupil, consideration of home and personal data about him, and study of his present and past performance on standardized test, can create a better understanding of the pupil. The teacher is, therefore, the chief guidance person in the child's school experience as the teacher provides a learning program best suited to the students individual needs.

At the elementary level, the teacher and principal work cooperatively in seeking aid and support. Individual testing by the Special Services diagnostician can be done through the referral process.

At the secondary level, students with special problems (including vocational) are referred to the school counselor for individual counseling. At this level, many students come to the counselor on their own initiative, "self-referral". Individual testing is also done by the Special Services diagnostician through the referral process.

Guidance services shall be coordinated with the regular instructional program so that together they will contribute to a unified educational program.

CHILD ABUSE AND NEGLECT

All of us must work together to discover and prevent child abuse and neglect. It is very important to maintain a good relationship with the parents and at the same time be constantly aware of the child's welfare. When child abuse or neglect is suspected, you may notify the principal.

This list outlining physical and behavioral indicators of child abuse will be helpful to you in identifying possible abuse or neglect of children.

ABUSE/ NEGLECT	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
PHYSICAL ABUSE	Unexplained bruises and welts: >on face, lips, mouth, on torso, >back, buttocks, thighs, in >various stages of healing >clustered, forming of regular >patterns reflecting shape of article used to inflict (electric cord, belt buckle) >on several different surface areas >regularly appear after absence, weekend or vacation	Wary of adult contacts Apprehensive when other children cry. Behavioral aggressiveness, or withdrawal.
	Unexplained burns: >cigar, cigarette burns, especially on soles, palms, back, or buttocks >immersion burns (sock-like, glove- like, doughnut shaped on buttocks or genitalia) >patterned like electric burner, iron, etc. >rope burns on arms, legs, neck, or torso	Frightened of parents Afraid to go home Reports injury by parents
	Unexplained fractures: >to skull, nose, facial structure >in various stages of healing >multiple or spiral fractures	

Unexplained lacerations or abrasions:

>to mouth, lips, gums, eyes

>to external genitalia

PHYSICAL
NEGLECT

Consistent hunger, poor hygiene,
inappropriate dress

Begging, stealing food

Consistent lack of supervision,
especially in dangerous
activities or long periods

Extended stays at
school (early arrival
and late departure)

Unattended physical problems
or medical needs

Alcohol or drug
abuse

Abandonment

Delinquency (e.g.
thefts)

States there is no care
taker

SEXUAL ABUSE

Difficulty in walking or sitting

Unwilling to change
For gym or participate
in physical education
class

Torn, stained, or bloody under-
clothing

Pain or itching in genital area

Bizarre, sophisticated,
or unusual sexual
behavior or knowledge

Bruised or bleeding in external
genitalia, vaginal or anal areas

Poor peer relationships

Venereal disease, especially in
pre-teens

Delinquent or run away

Pregnancy

Reports sexual assault
by caretaker

JOB DESCRIPTION FOR CLASSROOM TEACHERS

REPORTS TO: Principal

PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited university

Valid Texas teaching certificate, with required endorsements for subject/level assigned

Special Knowledge/Skills:

Knowledge of subjects assigned

General knowledge of curriculum and instruction

Experience:

At least one year of student teaching or approved internship

MAJOR RESPONSIBILITIES AND DUTIES:

- | | |
|--------------------------|---|
| Instructional Strategies | <ol style="list-style-type: none"> 1. Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required. 2. Prepare lessons that reflect accommodation for individual student differences. 3. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations. 4. Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned. 5. Conduct assessment of student learning styles and use results for instructional activities. 6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to Guidelines established by Individual Education Plans (IEP). 7. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements. 8. Plan and supervise purposeful assignments for teacher aide(s) |
|--------------------------|---|

and/or volunteer(s).

9. Use technologies in the teaching/learning process.

STUDENT GROWTH AND DEVELOPMENT

10. Assist students in analyzing and improving methods and habits of study
11. Consistently assess student achievement through formal and informal testing.
12. Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the district.
13. Present a positive role model for students that supports the mission of the school district.

CLASSROOM MANAGEMENT AND ORGANIZATION

14. Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
15. Manage student behavior in the classroom and administer discipline according to board policies, administrative regulations, and IEP.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Assist in the selection of books, equipment, and other instructional.

COMMUNICATION

18. Establish and maintain open lines of communication with students and their parents
19. Maintain a professional relationship with all colleagues, students, parents and community members.
20. Use acceptable communication skills to present information accurately and clearly.

PROFESSIONAL GROWTH AND DEVELOPMENT

21. Participate in the staff development program.
22. Demonstrate interest and initiative in professional improvement.
23. Demonstrate behavior that is professional, ethical and responsible.

POLICY IMPLEMENTATION

24. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
25. Compile, maintain, and file all reports, records, and other documents required.
26. Attend and participate in faculty meetings and serve on staff committees as required.

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s).

WORKING CONDITIONS:

Mental Demands:

Ability to communicate (verbal and written); ability to instruct, ability to maintain emotional control.

EVALUATION OF PERSONNEL

The main purpose of a teacher-administrator evaluation is to improve the quality of the instruction the students receive. It is also intended to help keep open the lines of communication, create better understanding and develop professional attitudes. This evaluation, in order to be effective, must be a joint venture undertaken with a feeling of mutual growth for both the teacher and the administrator.

REGION VI MEMBERSHIP

Franklin ISD is a member of the Education Service Center, Region VI. Membership offers many services for teachers, including the use of 16mm films, kits, video cassettes, purchase of classroom materials at discounted prices, etc. The librarian on each campus will serve as the Region VI coordinator. Please contact her for further information or talk to your principal about services, which are available.

PROFESSIONAL RESPONSIBILITY

The members of the teaching profession including the superintendent, principals, supervisors, classroom teachers, counselors, and other professional employees required to hold a valid certificate or teaching permit, shall accept responsibilities in development and promotion of high standards of ethics, conduct, and professional performance and practices of persons engaged in the practice of such profession in this state.

Education Code 13.201, 13.202

The “Code of Ethics and Standard Practices for Texas Educators” shall regulate and govern the conduct of members of the teaching profession.

Education Code 13.201 (a) (See DH-E)

EMPLOYEE LIABILITY

A professional school employee or student teacher is not personally liable for acts done within the scope of employment that involve the exercise of judgment or discretion, except in circumstances where, in disciplining a student, the employee uses excessive force or his negligence results in bodily injury to the student. *Hopkins v. Spring ISD*, 756 S.W.2nd 617 (Tex. 1987; *Barr v. Bernhard*, 52 S.W.2nd 844 (Text 1978); Education Code 13.906(a), 21.912(b).

REPORT OF DRUG OFFENSES

A teacher, administrator, or other District employee is not liable in civil damages for reporting to a school administrator of governmental authority, in the exercise of professional judgment within the scope of the teacher’s, administrator’s, or employee’s duties, a student whom the teacher suspects of using, passing, or selling on school property and of the following substances:

1. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act.
2. A dangerous drug, as defined by the Texas dangerous drug law.
3. An abusable glue or aerosol paint as defined by the Texas Controlled Substances Act, or a volatile chemical, if the substance is used or sold for the purpose of inhaling its fumes or vapors.
4. An alcoholic beverage, as defined by the Alcoholic Beverage Code. Education Code 21.302

SMOKING ON SCHOOL PREMISES

Smoking is prohibited within primary or secondary school buildings, except in restricted areas that have been specifically designed for that purpose, ***Penal Code 48.01***

PERSONNEL STUDENT RELATIONS

All District personnel shall recognize and respect the rights of students, as established by local, state, and federal law. *Tinker v. Des Moines ISD*, 393u.s. 503(1969)

HAZING

District employees are also subject to the provisions of policy FNCC regarding hazing. Education Code 4.52(a)

NOTICE TO THE COMMISSIONER

The superintendent shall notify the commissioner of education when made aware of a certified employee's conviction of any felony or conviction of a misdemeanor for an act or acts directly related to the following:

1. Any form of sexual or physical abuse of a minor child, or any other illegal conduct with a minor child.
2. Possession, transfer, sale, or distribution of a controlled substance or illegal drug.
3. Illegal transfer, appropriation, or expenditure of school property or funds.
4. An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.
5. Commission of a crime occurring in whole or in part on school property or at a school-sponsored event.
19TAC 61.145(b), (d)

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. Employees who wish to express criticism shall do so with their immediate supervisors. [See also DGBA (L)]

TOBACCO

Employees may use tobacco products only in specifically designed areas and shall **not** use tobacco products in the presence of students at school or school-related activities.

ALCOHOL

Employees shall not possess, use, or be under the influence of alcohol during working hours or at school-related activities outside of usual working hours. An employee need not be legally intoxicated to be considered "under the influence" or alcohol.

DRUGS

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of a controlled substance or illicit drug, as defined in state or federal law, during working hours while at school or at school-related activities outside of usual working hours. An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

NOTICE

Each employee shall be given a copy of the District’s notice regarding drug-free schools. [See exhibit at DI (E)]

DRESS AND GROOMING

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments and in accordance with any additional standards established by their supervisors and approved by the superintendent.

Uniforms are provided by Franklin ISD to maintenance workers, cafeteria workers, custodians and coaching staff. These persons are required to wear their uniforms while working for Franklin ISD. Uniforms include but are not limited to shirts, pants, shoes, and shorts. Uniforms should not be worn for personal use.

Cellular telephones provided by Franklin ISD are for business use only and should not be used for personal business. Any bill generated by a cellular telephone provided by Franklin ISD is considered a public record.

FRANKLIN ISD 403b MATCHING PLAN

The Franklin ISD School Board has approved a 403b matching plan for all employees. The 403b matching plan is a retirement savings matching plan. This will allow employees to have a retirement savings plan in addition to the Teacher Retirement System. The following briefly describes the program.

Employee Contribution

Each employee of Franklin ISD, who is eligible for membership with the Teacher Retirement System of Texas and has one full year of service with Franklin ISD, will be eligible to participate in the 403b matching program. Each employee can contribute to any company approved by the district. Participation in the plan is voluntary. The minimum monthly deposit for each employee is \$20. The employee can designate the amount of their contribution each year. Employees may enroll in the plan any month during the year. The employee will be able to change that amount a maximum of 2 times during the year. The employee will be able to stop his/her contribution at any time.

The District Match

The maximum employee contribution will be determined by Internal Revenue Service guidelines. For the year 2008-2009, the districts match will be equal to 25% of the employee's contribution not to exceed 8% of the employee's base salary. For example, an employee with an annual salary of \$30,000 contributing 8% or \$150 each month will receive a district contribution of \$75.00 each month on behalf of the employee. The district portion of the match **will be determined annually during the budget process.**

Employee's Contribution	2005-2006 District Match	2008-2009 District Match
\$25.00	\$6.25	\$ 12.50
\$50.00	\$12.50	\$ 25.00
\$75.00	\$18.75	\$ 37.50
\$100.00	\$25.00	\$ 50.00
\$125.00	\$31.25	\$ 62.50

\$150.00	\$37.50	\$ 75.00
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The Vesting Schedule

A year of service would be considered eligible based on the same criteria as the Teacher Retirement System of Texas credible service. Employees will be immediately vested once the district contributions begin.

Retirees

Franklin ISD will reimburse any contingent deferred sales charges (CDSC) incurred on district contributions for any employee who retires through the Teacher Retirement System of Texas and **who signed up during the initial sign-up period of January 15, 2001, through January 26, 2001. The district will not pay these charges if the employee signs up at a later date.** CDSC's are assessed to each purchase payment that remains in the account for less than 7 years according to the following schedule:

Years of Purchase	0	1	2	3	4	5	6	7
Charge	7%	6%	5%	4%	3%	2%	1%	0%

Loan Services

Employees will be able to borrow their contributions and the amount of district contributions that are vested. See your plan representative for details.

Other

Franklin ISD reserves the right to make changes to the plan as needed.

Franklin Alternative Education Program
Hours: 3:30 – 8:30 p.m. – Monday –Friday

EDUCATIONAL CURRICULUM:

- Provided by certified teachers
- Academic instruction in basic core subjects
 1. Math
 2. Science
 3. English/Language Arts
 4. Social Studies
 5. Social Skills training
 - Anger Management
 - Refusal Skills
 - Conflict Management Skills
 - Improving Relations
- Counseling

DINNER INFORMATION

Students will need to bring a sack dinner or money for the snack machines. There will be a twenty-minute break for dinner or snack. No one leaves or comes into the building at this time.

GRADES

- Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 5 days.
- In grades 6 through 12, achievement shall be reported to parents as:

90 – 100	=	A
80 - 89	=	B
70 - 79	=	C
0 - 69	=	F

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our school community, each student is expected to:

- Demonstrate courtesy – even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- **Attend all classes, regularly and on time.**
- Prepare for each class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety order and discipline.
- Avoid violations of the Student Code of Conduct.
- **No food or drinks are allowed in the lab. You can only eat during break time and this is done in the foyer area.**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person – student or non student – who:

- Interferes with an authorized activity.
- Uses force, violence, or threats at any time.
- Uses force, violence, or threats to cause disruption during class
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.

FRANKLIN INDEPENDENT SCHOOL DISTRICT

VIDEO POLICY

The primary objectives for showing videos are to deliver, support, enrich, and assist in implementing the District's educational program. Videos should not be shown too often, nor should they replace teacher instruction. When selecting videos for classroom use, the professional staff shall ensure that videos:

1. enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels;
2. stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;
3. present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives; and
4. represent many religious, ethnic, and cultural groups and their contributions to the national heritage and world community.

In the selection of videos the professional staff shall use the following criteria to ensure that videos:

1. are consistent with the general educational goals of the District and the aims and objectives of individual schools and specific courses;
2. meet high standards of quality in format, content, and production;
3. are appropriate for the subject and for the age, ability level, learning style, and social and emotional development of the students for whom they are selected; and
4. are designed to provide information that will motivate students to examine their own attitudes, to understand their rights, duties, and responsibilities as citizens, and to make informed judgments in their daily lives.

Selection of videos is an ongoing process that includes the removal of titles no longer appropriate and the periodic replacement or repair of lost and worn videos still of educational value.

The District policy on ratings is as follows:

<u>RATING</u>	<u>ACCEPTABILITY</u>	<u>PREVIEW REQUIREMENT</u>
G	Acceptable on all campuses	Professional staff preview required
PG	Acceptable on middle school And high school campuses (If previewed by teacher and Approved by principal	Professional staff preview required
PG13	Acceptable on high school Campus	Professional staff preview and principal approval required
R	Generally unacceptable on Any campus	Professional staff preview and principal approval required

*All videos shown on the F.I.S.D. campuses must meet public performance rights criteria.

A video brought to school by a student or faculty member for classroom viewing must follow the District ratings policy listed above.

A member of the District's professional staff who **does not** follow this procedure will accept all responsibility for any complaint about the appropriateness of a challenged video and will be subject to disciplinary action by the District.